



Farmington Parks and Recreation

Town Hall, 531 Main St.
 Farmington, NH 03835
 (603) 755-2405
 bdeaveau@metrocast.net

The following is a fee structure for the use of the Town Hall Auditorium. The set up and equipment use fee is for those organizations that need chairs, tables etc. and will need the use of the audio/visual equipment. Only trained individuals are allowed access the audio/visual equipment.

The attached Facilities Use form must be completed. Once approved the fee is due within 7 days prior to the event. Checks can be made payable to The Farmington Parks and Recreation Dept.

The requesting organization is responsible for clean up; an additional custodial fee will be added if necessary. The Town of Farmington reserves the right to bill your organization for any unforeseen damages to our property. Tacks, tape and any alterations to the hall are prohibited.

If police and/or fire department presence is required an additional fee may be charged, as determined by the Farmington Police and/or Fire Chief.

A \$250 security deposit will be required for all profit and out of town non-profit organizations. A \$50 deposit is required for all Farmington Groups. Deposits will be returned when the building key is returned.

A flat fee of \$25 will be charged for Farmington Groups that wish to use the upstairs meeting room or the downstairs recreation room.

Set up and equipment use	Town of Farmington & Farmington Schools	Farmington Non-Profit	Farmington Profit	Out of Town Non-Profit	Out of Town Profit
Up to 4hrs.	0	\$50*	\$100	\$100	\$100
4+ hours	0	\$100*	\$150	\$150	\$150
Building Rental Fee	0	0	\$250	\$250	\$500

*No fee will be charged if person from organization has training on audio/visual equipment.

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When not used for regular purposes, buildings and grounds or portions thereof may be used for adult education, discussions, civic, social, recreation, entertainment, religious, and such other purposes that promote the welfare of the community, including use as registration and polling places for voters.

No person, group or organization has any vested rights to use town property; but the right to use the property for any lawful purpose is subject to approval by the Board of Selectmen.

Town Hall Use Policies

1. Requests for the use of the facilities will be made at the Recreation Office located in the Town Hall at least 14 days prior to the date of use.
2. Groups receiving permission are restricted to the dates and hours approved.
3. Groups are restricted to the area requested for use.
4. Recreation/Building equipment is not for use unless approved by the Recreation Department.
5. All activities must be under competent adult supervision approved by the Recreation Department. Children under the age of 18 must be supervised at all times!
6. The Farmington Recreation Department shall retain the right to cause the interruption of any performance in the interest of public safety, and to likewise cause the termination of such performance when, in the sole judgment of the Recreation Dept., such an act is necessary in the interest of public safety.
7. The Recreation Department must approve any alterations to the facility, including hanging items on walls. Any approved alterations must be removed immediately following your event. Tacks, Tape, Glue, etc. are prohibited.
8. The requesting group shall be responsible for any and all damage to the Farmington Town Hall premises or extraordinary charges incurred by the Farmington Recreation Dept. caused by acts of the requesting group or their agents, employees, patrons, guests, and artists, whether accidental or otherwise. Damages incurred may be deducted from the security deposit.
Damage should be reported to the Recreation Dept. within 24 hours.
9. The requesting group must agree to leave the Town Hall premises in the same condition as existed at the time the group took possession. This includes but is not limited to sweeping the auditorium and stage and removing all event-specific garbage from the building. Any equipment moved during the event should be returned to the proper location.
10. Ordinary wear and use is expected. In the event the Town Hall requires additional cleaning and/or repair due to the actions and/or neglect of the requesting group and additional fee will be charged for the said cleaning and/or repairs, this fee may be deducted from the security deposit.
11. During the winter months, a member of your group is required to shovel and put sand/salt on the stairs and entryways if necessary due to snow and/or ice.
12. No food or beverages are allowed in the balcony.
13. User groups requiring insurance must provide certificate of liability insurance coverage in the amount of one million dollars (1,000,000).
14. No activities in violation of Federal, State, or Local laws, or of the Board of Health, requirements, shall be permitted on the Town Hall premises, and it shall be the responsibility of the requesting group while under the term and period of this agreement, to enforce this provision.
15. Alcohol and tobacco products are not permitted on Town Property.
16. The requesting group must comply with all fire/safety codes. Smoking, flammable decorations, open flames, pyrotechnics and explosives are prohibited.
17. Any groups renting the facility who group will be larger than 49 people must have a Farmington Fire Department Personnel attend their event and will maintain on the premises until the total number of persons in the building is less than 49. This will stay in effect until the building is up to fire code standards and max amount of people allowed in the auditorium total shall not exceed 450.

Contact Persons Signature

Date

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Name of Organization/Group: _____

Contact Person: _____ Phone: _____

Address: _____

Facility Requested:

Recreation meeting room (lower level) Recreation meeting room (upstairs)

Town Hall Gym Fernald Park

Other _____

Date(s) Requested: _____ Time: _____

Reason for request – program/meeting description: _____

Number of people expected: _____ Open to the public: yes no

Type of Organization: Farmington Non Profit Farmington for Profit

Out of Town Non Profit Out of Town for Profit

Other _____

A Certificate of Insurance may be required for your group depending on your organization and the type of event.

Does your organization have liability insurance? Yes no

If yes, Please attach a copy for our records.

Facility use Agreement and Release/indemnification.

In consideration for being permitted to use the facilities of the Town of Farmington, I/We _____ (hereinafter "Applicant") agrees to indemnify and hold harmless, The Town of Farmington, its officers, employees, and insurers from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity, on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of The Town of Farmington, its officers, or its employees or from any other cause whatsoever

The applicant has signed of on the Town Hall Use Policies and will report any damage and/or injuries within 24 hours. The Town of Farmington reserves the right to bill your organization for any unforeseen expenses or damages to our property.

Signature of Requesting Party

Date

Approved: yes no

Date notified: _____

If denied, reason: _____

Insurance Certificate Required: yes no

Town Official Signature

Date

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